

CHIEF OF FIRE PREVENTION

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position, the major responsibility of which is overseeing the organization for and all operations of the fire prevention division. The Chief of Fire Prevention supervises all employees performing fire inspection and investigation duties, as well as any clerical employees of the division, in addition to personally performing inspection and arson investigation duties. In addition to these duties the employee of this class is also responsible for review of building plans to assure that all proposed structures meet fire codes. All employees of the fire inspection division may be required to carry and operate firearms in the course of their arson investigation duties. The Chief of Fire Prevention receives general instructions from the Fire Chief who reviews and evaluates the work of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises all subordinate fire inspection division personnel, including clerical employees; reviews work accomplished by subordinates and reviews reports and records completed by subordinates; provides advice and technical assistance on work projects or problems; provides informal, on-the-job training to new employees of the inspection division;

Inspects commercial or business buildings, multi-unit residences, schools, and institutional buildings; checks for violations of fire codes in areas such as fire extinguishers, wiring, heating/air-conditioning, fire protection for special equipment, and any other applicable areas; discusses findings with the person in charge of the building inspected and makes recommendations for correction of fire hazards;

Reinspects buildings where violations of fire codes occurred; issues written warnings for uncorrected violations; gets court injunction to close buildings with serious uncorrected violations; testifies in court when required;

Reviews building plans to ascertain compliance with fire codes; inspects structures while they are under construction to see that construction complies with fire codes; inspects installations of explosives, flammable materials, or hazardous processes;

Inspects the scenes of suspected arson fires to determine cause and origin of fire; works with law enforcement personnel to search for, collect, and secure evidence of arson and to locate arsonist; assists prosecutor in preparing arson cases for trial;

Provides for the maintenance of all records and reports of the inspection division; completes all forms and reports required of the chief of the division; writes any narrative reports required;

Answers questions on fire prevention for the public, either in person, over the telephone, or through correspondence; consults with institutions or business groups on fire prevention problems;

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise stated, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Inspector with at least two years, after confirmation, prior to the closing date of applications.

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